

## **Procedures for Securing A Letter of Support from the Department of Corrections to Accompany Grant Applications**

The Wisconsin Department of Corrections (DOC) welcomes opportunities to collaborate with organizations committed to working toward the successful crime prevention efforts and reentry of offenders, as well as the smooth reentry of those offenders back into their communities. As such we encourage organizations and agencies throughout Wisconsin to take advantage of grant opportunities when those opportunities present themselves.

The DOC is often asked to provide letters of support for organizations applying for grant funding. Our department does not issue blanket or general letters of support but rather seeks to work collaboratively with agencies on applications, particularly when organizations are seeking access to our facilities and/or are specifically targeting offenders in state prison or juvenile and adults on community of corrections supervision.

We are interested in providing meaningful support letters which provide details of how we understand the proposed project and what specific commitments we are making should the project be funded. The following are the guidelines to be followed when requesting a letter of support from us to submit with a grant application:

- Submit your materials and your request for a letter of support within two weeks of the letter deadline. We are aware of the tight timeframes associated with responding to many solicitations, but we will not be able to respond if outside the required timeline.
- Submit a copy of the grant announcement or provide the link to the announcement;
- Submit a brief, written project description (abstract) which communicates clearly the problem you are seeking to solve and the strategy you are proposing to use in solving it;
- Provide specifics regarding the target population of the grant activity i.e. age, sex, community returning to or living in etc. Often the target population grant requesters seek is non-existent.
- Provide specifics on what you are seeking from the department (resources, data, access to facilities etc.) along with the timeframe in which you expect to require our services;
- Provide us with contact information for a person in your organization should we have questions regarding your application. Also please provide the name, address, phone number, and e-mail for your organization. Also, provide brief, descriptive information about your agency and the services you provide.
- For requests made to the DOC by other Wisconsin state agencies, waiver of these requirements may be made.

### **These items should be submitted via electronic mail to the DOC contact listed below:**

Jule Cavanaugh, Reentry Director  
Wisconsin Department of Corrections  
3099 East Washington Avenue  
Madison WI 53704  
[Jule.Cavanaugh@Wisconsin.gov](mailto:Jule.Cavanaugh@Wisconsin.gov)

The Reentry Director will coordinate with the Reentry Executive Team members, who are the Division Administrators, the Office of Victim Services Director, and the Office of the Secretary's Policy Initiatives Advisory to determine whether or not a Department of Corrections letter of support will be generated.